



How to Forward a Meeting Request

You can forward a meeting request to someone who should attend the meeting but didn't receive the original invitation.

1. In the meeting request, click **Forward** .
2. In the **To** box, type the name or alias of the recipient, and then click **Check Names**  to resolve the name. If you don't know the recipient's name, click **To** to look for the person in your organization's address book or your Contacts folder.
3. Click **Send**.